PART 2

Writing Skill مهارة الكتابة

مقدمة:

- تُعتبر مهارة الكتابة من المهارات الرئيسية التي من الضروري إتقانها، وكان يتم اختبار مهارة الطالب في الكتابة في الامتحان عن طريق تكليفه بكتابة:

(Paragraph – Essay – Email – Short story ...)

- غير أنه كان من الضروري تغيير طريقة اختبار الطالب في مهارة الكتابة لتتوافق مع نظام التقويم الجديد (الاختيار من مُتعدِّد).
- وبناء على ذلك فقد قمنا بتوفير المعلومة التي يحتاج لها الطالب، وكذلك توفير تدريبات مناسبة لكي يُتقن الطالب التعامل مع هذه الجزئية في الامتحان.

Content: المحتوي:

- عند الحديث عن مهارة الكتابة، لابد من تغطية الجوانب التالية:

I Punctuation علامات الترقيم

Introduction:

- Punctuation is a system of symbols that we use in WRITTEN language.

- الترقيم هو نظام من الرموز يُستخدم في اللغة المكتوبة.

- Using punctuation aims to separate written sentences, parts of sentences, and to make their meaning clear.

- يهدف استخدام علامات الترقيم إلى الفصل بين الجُمَل المكتوبة وأجزاء الجُمَل، وتوضيح معناها.

The symbols used in punctuation are called 'Punctuation Marks'.

...رموز المستخدمة في علامات الترقيم تسمى "علامات الترقيم".

The following example shows how important punctuation is:

المثال التالي يوضح مدى أهمية علامات الترقيم :

- I love cooking my family and football.

هل تعطي هذه الجملة معنى منطقي؟ بالتأكيد لا !لكن لاحظ كيف يستقيم المعنى مع استخدام علامات الترقيم :

- I love cooking, my family, and football.

Most important punctuation marks: اهم علامات الترقيم النص

Type	Punctuation Mark		Meaning
General	capital letters	A, B, C ...	الحروف الكبيرة
Within Sentence داخل الجملة	apostrophe	'	الفاصلة العليا
	comma	,	الفاصلة السُفلى
	colon	:	النقطتان
	semi-colon	;	الفاصلة المنقوطة
	hyphen	-	الشرطة
	dash	– or —	الشرطة الطويلة
	slash / stroke	(/) or (\)	الشرطة المائلة
Enclosures المُرفقات	quotation / speech mark	"..."	علامات التنصيص
	Brackets / parentheses	( )	الأقواس المائلة
	square brackets	[ ]	الأقواس المربعة
Sentence ending نهاية الجملة	full stop / period	.	النقطة
	question mark	?	علامة الاستفهام
	exclamation mark	!	علامة التعجُب
Spacing and Paragraph breaks المسافات وفواصل الفقرات	spacing		ترك المسافات
	paragraph breaks		فواصل الفقرات

1 Capitalization استخدام الحروف الكبيرة

When do we use capitalization ? متى نستخدم الحروف الكبيرة ؟

وتستخدم (Capital letters) في الحالات التالية :

١ لابد من كتابة ضمير المتكلم (I) كحرف كبير، سواء كان موقعه في بداية الجُملة أو وسطها أو نهايتها:

- I go to the club once a week. - Ayman and I like football.

٢ أول حرف في الجُملة الخبرية:

- My father is a doctor. - Lions are meat-eating animals.

٣ أول حرف في السؤال:

- Why are you angry? (سؤال بأداة استفهام)
- Do you speak English? (سؤال بـ «هل»)

٤ أول حرف في جُملة الأمر والنهي:

- Use El-Moasser to learn well and get high marks.
- Don't / Never eat too much carbohydrates.

٥ أول حرف في الجُملة التي تأتي بعد النقطة (.) أو علامة الاستفهام (?) أو علامة التعجُب (!):

- Abdulrahman is thin. He doesn't eat much.
- Why is she unhappy? Has she heard bad news?
- Watch out! You are going to drop the dishes.

٦ أول حرف في كل سطر شعري (حتى لو لم يكن يبدأ جُملة جديدة):

A million stars up in the sky.
One shines brighter - I can't deny.
A love so precious, a love so true,
A love that comes from me to you.

٧ أول حرف في أسماء الأشخاص، سواء كان موقعه في بداية الجُملة أو وسطها أو نهايتها:

- I saw Omar in the street. - My daughter is called Rodayna.

٨ أول حرف في اللقب الذي يتبعه اسم شخص، سواء كان موقع اللقب في بداية الجُملة أو وسطها أو نهايتها:

- I read about King Farouk.
- We saw Dr Alaa in the conference.المؤتمر
- Do you think Mr Mohammed is busy?

- عندما يبدأ اللقب بحرف (Capital) دون وجود اسم شخص بعده فيكون المقصود به شخص متعارف عليه في هذا المكان:

- I visited Saudi Arabia and met the King. (= The King of Saudi Arabia)

PART
2

أول حرف في أسماء البحار والبحيرات والمحيطات والأنهار، سواء كان موقعها في بداية الجُملة أو وسطها أو نهايتها:

- The Atlantic Ocean is west of Africa.
- I want to know where Lake Victoria is.
- The Red Sea is famous for coral reefs. الشعاب المرجانية
- To Egypt, the water of the River Nile is a matter of existence. مسألة وجود
- I know that France is in Europe.

أول حرف في أسماء الأعلام (أي أسماء أو ألقاب الأشخاص والأماكن والمؤسسات)، سواء كان موقعها في بداية الجُملة أو وسطها أو نهايتها:

- I visited the Plants Island in Aswan.
- Cairo Tower was built in the 1960s.

أول حرف في أسماء الجنسيات، سواء كان موقعها في بداية الجُملة أو وسطها أو نهايتها:

- I am Egyptian. - Japanese people are energetic.

أول حرف في الأسماء أو الصفات الدالة علي الديانات، سواء كان موقعها في بداية الجُملة أو وسطها أو نهايتها:

- You know that Muslims, Christians and Jews اليهود follow heavenly religions. ديانات سماوية

أول حرف في أسماء اللغات، سواء كان موقعها في بداية الجُملة أو وسطها أو نهايتها:

- John speaks English and Arabic fluently. بطلاقة

أول حرف من الكلمات الهامة في عناوين الكتب والمقالات والأفلام والروايات وغيرها:

- Have you read 'King Lear' or 'Journey to the Centre of the Earth'.
- I have read an article entitled 'How to Use Capital Letters'.
- لاحظ كما في الأمثلة السابقة أن حروف الجر وأدوات التعريف والتنكير وأدوات الربط والتخيير مثل (**and / or** ...) غالباً ليست كلمات هامة ولا تبدأ بحرف (**Capital**) في العناوين.

أول حرف في أسماء أيام الأسبوع واختصاراتها، سواء كان موقعها في بداية الجُملة أو وسطها أو نهايتها:

- I do not go to the club on Fridays.

أول حرف في أسماء شهور السنة واختصاراتها، سواء كان موقعها في بداية الجُملة أو وسطها أو نهايتها:

- Mr Mohammed was born on September 26th, 1976.
- Our great soldiers crossed the Suez Canal on 6th October. (British)
- Our great soldiers crossed the Suez Canal on October 6th. (American)

١٧ أول حرف في أسماء القارات والدول والعواصم والمدن، سواء كان موقعها في بداية الجُملة أو وسطها أو نهايتها:
- Britain, whose capital London, is in Europe.
- I enjoyed my visit to Dubai.

١٨ أول حرف من الكلمات الدالة على الفترات والأحداث التاريخية الهامة:
- I studied the Ice Age.

١٩ أول حرف من أسماء الكتب المقدسة:
- He always carries a copy of the Holy Qur'an. القرآن الكريم
- The Bible الإنجيل is also called the Holy Book.

٢٠ أول حرف من أسماء الأعياد:
- Eid Alfitr, Eid Al-Adha, Sham El-Nessim and Christmas are important festivals.

٢١ أول حرف في أسماء الماركات الشهيرة (مثل السيارات والتليفزيونات والهواتف المحمولة):
- I used to have a Nokia, but now I have an Oppo.

٢٢ جميع حروف اختصارات الدول والمؤسسات، سواء كان موقعها في بداية الجُملة أو وسطها أو نهايتها:
- I am a citizen of the ARE (= A.R.E. = Arab Republic of Egypt).
- The UN (=United Nations) الأمم المتحدة is in the USA (= U.S.A. = United States of America).

٢٣ جميع حروف اختصارات بعض الكلمات والمصطلحات مثل:
- TV = television
- CD = compact disc
- CV = Curriculum Vitae
- OK = okay
- IT = information technology

٢٤ جميع حروف اختصارات الأحرف الأولي (**Acronyms**) لبعض التعبيرات مثل:
- SOS = Save our souls أنقذونا
- LOL = Laugh out loud.

٢٥ لابد أن تبدأ الجُملة الكاملة داخل علامات التنصيص بحرف (**capital**):
- "Do your homework, Ahmed," said mum.
- لاحظ أنه إذا كان الكلام داخل علامات التنصيص ليس جُملة كاملة فلا يبدأ بحرف (capital) – لاحظ المثال التالي:
- "How are you?" I asked my grandfather. He replied, "old, weak and unable to walk".
- لاحظ أنه إذا كان الكلام داخل علامات التنصيص مقسوم على جزئين فإن الجزء الثاني لا يبدأ بحرف (capital) – لاحظ المثال التالي:
- "Keep quiet," said Malak. "because the baby is asleep".

Exercise On Using the Capital letters

Choose the correct answer from a , b , c or d :

1. Which of the following always starts with a capital letter ?
   a. Egypt b. A question c. school d. a & b
2. Which of the following is a pronoun?
   a. i b. I c. i's d. is
3. Which of the following always starts with a capital letter?
   a. Furniture names. b. The last letter in a question.
   c. The first letter of a statement. d. The first letter of an invention
4. Which of the following has the perfect punctuation?
   a. Oh, my god! Are you sure this car is Ayman's?
   b. Oh, my god! are you sure this car is Ayman's!
   c. oh, my god! are you sure this car is Ayman's?
   d. Oh, my god! Are you sure this car is Aymans'?
5. Choose the sentence with the correct punctuation:
   a. my favourite book is El-Moasser.
   b. My favourite book is el-moasser.
   c. My favourite book is El-moasser?
   d. My favourite book is El-Moasser.
6. Which of the following has the perfect punctuation?
   a. where do you live, Ahmed. b. where do you live, Ahmed?
   c. Where do you live, Ahmed. d. Where do you live, Ahmed?
7. Sama ....
   a. Open your mouth, b. , Open your mouth.
   c. , open your mouth. d. Open your mouth?
8. .... Sama.
   a. Open your mouth, b. Open your mouth.
   c. , open your mouth. d. open your mouth,
9. Which of the following has the perfect punctuation?
   a. what? you must be joking. b. What? you must be joking!
   c. What? You must be joking! d. What? You must be joking?
10. Which of the following is perfectly punctuated?
    a. Sama open the door. b. Open the door Sama.
    c. Open the door, sama. d. Sama, open the door.

11. In which of the following sentences, does the speaker ask someone to help Mr Ashraf?
   a. Can you help, Mr Ashraf!
   b. Can you help Mr Ashraf?
   c. Can you help, Mr Ashraf?
   d. Can you help Mr, Ashraf?
12. In which of the following sentences, does the speaker ask Mr Ashraf to help someone?
   a. Can you help, Mr Ashraf!
   b. Can you help Mr Ashraf?
   c. Can you help, Mr Ashraf?
   d. Can you help Mr, Ashraf?
13. Which of the following is perfectly punctuated?
   a. I know that queen Elizabeth was crowned in 1952.
   b. I know that, queen Elizabeth was crowned in 1952.
   c. I know that Queen Elizabeth was crowned in 1952.
   d. I know that, Queen Elizabeth was crowned in 1952.
14. Which of the following has the perfect punctuation?
   a. The great pyramid is one of the world's ancient wonders.
   b. The Great Pyramid is one of the world's ancient wonders.
   c. The Great Pyramid is one of the worlds' ancient wonders.
   d. The great Pyramid is one of the world's ancient wonders.
15. Which of the following has the perfect punctuation?
   a. I know that Mr Walid is a teacher in Edfu secondary school for boys.
   b. I know that Mr Walid is a teacher in Edfu Secondary School for Boys.
   c. I know that mr Walid is a teacher in Edfu Secondary School for Boys.
   d. I know that Mr Walid is a teacher in Edfu secondary School for boys.
16. Which of the following has the perfect punctuation?
   a. are you egyptian?
   b. Are you Egyptian!
   c. Are you Egyptian?
   d. Are you, Egyptian?
17. Choose the sentence with the correct punctuation:
   a. I study languages at Cairo university.
   b. I study Languages at Cairo University.
   c. I study chinese at Cairo university.
   d. I study Chinese at Cairo university.

18. Choose the sentence with the correct punctuation:
a. The president welcomed king Abdullah of iordan.
b. The President welcomed King Abdullah of Jordan.
c. The president welcomed King Abdullah of Jordan.
d. The President welcomed king Abdullah of Jordan.

19. Choose the sentence with the correct punctuation:
a. we studied black beauty in prep. 3.
b. We studied black beauty in prep. 3.
c. We studied Black Beauty in prep. 3.
d. We studied black Beauty in prep. 3

20. Choose the sentence with the correct punctuation:
a. This film is called 'Million Dollar Baby'.
b. This film is called, 'Million Dollar Baby'.
c. This film is called 'Million-dollar baby'.
d. This film is called 'million dollar baby'.

21. Which of the following has the perfect punctuation?
a. Have you ever read 'one hundred and one nights'?
b. Have you ever read 'One Hundred and One Nights'?
c. Have you ever read 'One Hundred And One Nights'?
d. Have you ever read 'One Hundred and One Nights'.

22. Choose the sentence with the correct punctuation:
a. I've got a part-time job for Saturday, Monday and Wednesday.
b. I've got a part-time job for Saturday, Monday, and Wednesday.
c. I've got a part-time job for saturday, monday and wednesday.
d. a & b

23. **Suspect:** ....
- Judge: In 2021, February was only twenty-eight days.
a. I left the country on February 29th, 2021.
b. I left the country on 29th February, 2021.
c. a & b
d. I left the country on 29th, february, 2021.

24. Choose the sentence with the correct punctuation:
a. I talked to a man who fought in, the Second World War.
b. I talked to a man who fought in the Second World War.
c. I talked to a man who fought in the Second World war.
d. I talked to a man who fought in the second world war.

25. It is very hot in Egypt in ....
   a. june, july and august.
   b. June, July, and August.
   c. June, July and August.
   d. b & c

26. Choose the sentence with the correct punctuation:
   a. The High Dam, which is in the south of Egypt, was completed in 1970.
   b. The High Dam which is in the south of Egypt was completed in 1970.
   c. The high dam, which is in the south of Egypt, was completed in 1970.
   d. The high dam which is in the south of Egypt was completed in 1970.

27. You know that ....
   a. mr Ayman has a mercedes, not a bmw.
   b. Mr Ayman has a mercedes, not a bmw.
   c. Mr Ayman has a Mercedes, not a BMW.
   d. Mr Ayman has a Mercedes, not a Bmw.

28. Choose the sentence with the correct punctuation:
   a. Yacoub El-Saadi is a citizen of the UAE.
   b. Yacoub El-Saadi is a citizen of the U.A.E.
   c. Yacoub El-Saadi is a citizen of the United Arab Emirates.
   d. a, b & c

29. I am from .... I am Egyptian.
   a. Are
   b. A.r.e
   c. ARE
   d. a.r.e

30. '...........' is short for 'curriculum vitae'.
   a. Cv
   b. cV
   c. C.v.
   d. CV

31. '...........' is an acronym for 'Oh, my god!".
   a. OMG
   b. Omg
   c. O.m.g
   d. omg

32. Choose the sentence with the correct punctuation:
   a. "Why," I asked, "Don't you care?"
   b. "Why," I asked, "don't you care?"
   c. "Why?" I asked, "don't you care?"
   d. "Why" I asked, "don't you care?"

33. Choose the sentence with the correct punctuation:

a. "Why don't you care" I asked. "You are kind-hearted!"

b. "Why don't you care," I asked. "You are kind-hearted!"

c. "Why don't you care?" I asked. "You are kind-hearted!"

d. "Why don't you care?" I asked. "you are kind-hearted!"

34. Choose the sentence with the correct punctuation:

a. "Stop" I said. b. "stop" I said.

c. "Stop" I said. d. "Stop," I said.

35. Sama said that the game is ....

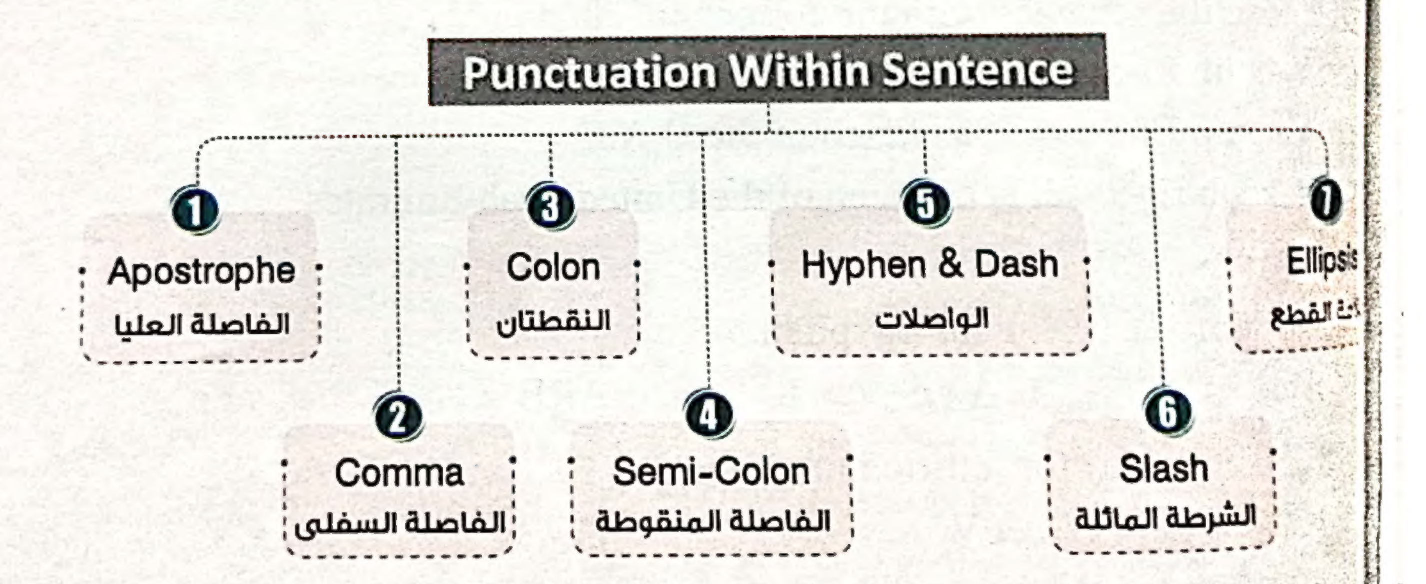
a. "not over" and that "she will win."

b. "Not over" and that "She will win."

c. "Not over," and that "She will win."

d. "Not over," and that, "She will win."

2 Punctuation Within Sentence علامات الترقيم داخل الجملة



The apostrophe (') الفاصلة العليا

ونستخدم (') في الحالات التالية :

١ في النفي المختصر لبعض الأفعال المساعدة والناقصة:

are not = aren't - does not = doesn't - will not = won't

٢ في اختصارات الضمائر مع بعض الأفعال:

I am = I'm - We have = we've - there is = there's

٣ في ('s) الملكية إذا كان الإسم المفرد أو الجمع الذي لا ينتهي بـ (s):

The student's book كتاب الطالب - The children's rooms

Men's clothes

٤ للتعبير عن الملكية بعد (s) في نهاية الاسم الجمع:

The students' books كتب الطلاب

- لاحظ أن حسب بعض كتب القواعد فإن الإسم المفرد الذي ينتهي بـ (s - ss - x) يمكن أن نستخدم (') فقط أو ('s) في نهايته للملكية:

James' wedding = James's wedding

the class' work = the class's work

٥ في جمع الأعداد الحسابية (الأعداد المكتوبة كأرقام):

- Thousands of dollars = 1000's of dollars

- Tens of people = 10's of people

- لكن لاحظ أن التعبير عن حقبة تكون من 10 سنوات لا نستخدم (apostrophe):

- the 1990s (Not: the 1990's)

٦ في جمع الحروف:

- How many i's are there in the word 'responsibility'?

- كم عدد حروف (i) في كلمة (responsibility)؟

٧ لاحظ أن:

أ- في حالة أن أكثر من شخص يخصهم نفس الشيء، نستخدم ('s) في نهاية اسم الشخص الأخير فقط:

- I went to Sama, Ahmed and Rodayna's house.

(في المثال السابق نفهم أن سما وأحمد وروديتا يعيشون في نفس البيت)

ب- في حالة أن أكثر من شخص يخص كل منهم شيء، منفصل عن الآخر نستخدم ('s) في نهاية اسم كل منهم:

- I went to Sama's, Ahmed's and Rodayna's house.

(في المثال السابق نفهم أن سما وأحمد وروديتا يعيش كل منهم في بيت مستقل عن الآخر)

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Exercise On Using the Apostrophe

Choose the correct answer from a , b , c or d :

1. This is .... villa.
   a. Ahmed b. Ahmed's c. Ahmeds' d. Ahmeds
2. This villa belongs to the ....
   a. Ahmed b. Ahmed's c. Ahmeds' d. Ahmeds
3. Mr Mohammed is correcting his .... homework. Each student has written two essays.
   a. student b. students c. students' d. student's
4. I can't read .... handwriting.
   a. Enas' b. Enas c. Enas's d. a & c
5. I have paid .... of dollars for this house.
   a. 1000's b. 1000s' c. 1000s d. a & c
6. The television became popular in Egypt in the ....
   a. 1960 b. 1960s c. 1960's d. 1960s'
7. I asked my little daughter to rewrite all the .... in her paragraph. I showed her how to write the 'r' better.
   a. r b. rs c. r's d. rs'
8. I asked Sama to clean .... room. It hadn't been cleaned for two days.
   a. Ahmeds and Abdulrahman's b. Ahmed and Abdulrahman's
   c. Ahmed's and Abdulrahman's d. Ahmed's and Abdulrahmans
9. I asked Sama to clean .... rooms. They hadn't been cleaned for two days.
   a. Ahmeds and Abdulrahman's b. Ahmed and Abdulrahman's
   c. Ahmed's and Abdulrahman's d. Ahmed's and Abdulrahmans

2 The comma (,) : الفاصلة السفلي

تمهيـد: في الكتابة يتم ترك مسافة (space) بعد (,) وليس قبلها :
- تُستخدم الفاصلة السفلي (,) في الحالات التالية:

أ تُستخدَم (,) بعد المُخاطَب (الشخص الذي يُوجّه إليه الحديث) إذا جاء في أول الجُملة:

- Sama, I wish that you studied harder.

أ تُستخدَم (,) قبل المُخاطب إذا جاء في آخر الجُملة:

- I wish that you studied harder, Sama.

أ تُستخدَم (,) قبل المُخاطَب وبعده إذا جاء في سياق الجُملة:

- I wish that you, Sama, studied harder.

٤ تُستخدَم (,) قبل كلمة (please) إذا جاءت في آخر جُملة الأمر أو الطلب المهذب:

- Could you wait a bit longer, please ?

٥ الفصل بين القوائم (وهي سلسلة من ثلاث كلمات/عبارات أو أكثر في نفس الجُملة) على أن تُوضع (and) قبل العنصر الأخير في القائمة فقط:

- I bought apples, bananas, mangoes and bananas yesterday.
- Ahmed promised that she would be a good boy, that he would not shout at his sister, and that he would not climb the trees in the garden.

- لاحظ أنه يمكن استخدام (,) أو عدم استخدامها قبل (and) في آخر القائمة:

- I searched for my keys in my handbag, on my desk, and under the chair. (✓)
- I searched for my keys in my handbag, on my desks and under the chair. (✓)

٦ تُستخدَم (,) في نهاية الجُملة وقبل السؤال المُذيل:

- She likes painting, doesn't she?

٧ تُستخدَم (,) لتفصل بين الأجزاء المستقلة في الجُملة والتي تربطها الكلمات التالية:

- and - but - for - or - nor - so – yet ...

- Omar walked along the street, and then he turned left at the corner.
- You can play computer games with me, or you can go out with your friends.

٨ تُستخدَم (,) بين العبارات المستقلة في الجُملة تبدأ بروابط مثل:

- after, before, as soon as, when, while, although, in spite of, as, because, since, if, ...

- While I was playing football, I got a cramp.
- Because Mai got up late, she missed the first lecture.
- If you put on weight, you should follow a diet.
- When Esraa cannot understand a lesson, she gets nervous.

- أما إذا كانت هذه الروابط في وسط الجُملة فغالباً لا نستخدم :(,)

- I got a cramp while I was playing football.

٩ تُستخدَم (,) لتفصل بين الأجزاء المستقلة للجُملة التي تبدأ بعبارات اسم الفعل (ing) واسم المفعول (p.p.) والصيغة المصدرية (To + inf.):

- Having done enough revision, he was sure to pass the exam.
- Punished for being late, Amir was always on time for school afterwards.
- To travel abroad, you have to get a visa first.

١٠ تُستخدَم (,) بعد الظروف التي تأتي في بداية الجُملة:

- Fortunately, Unfortunately, Luckily, Unluckily, Finally, Unexpectedly, surprisingly ... .

- Sadly, my team lost the match.

) بعد ظروف الزمان عندما تأتي في أول الجُملة:
- Yesterday, I visited my grandmother.
- Last Sunday, we celebrated my sister's birthday.

) بعد عبارات الموافقة والرفض والاستئذان والاستدراك في أول الجُملة:

- yes - no - sure - sorry - excuse me - well - however ...

- No, Mr Mohammed woks only for El-Moasser.
- Well, can you recognise the bullies who attacked you?

) تُستخدَم (,) قبل الجزء الأخير من الجُملة إذا كان يُعبِّر عن شيء من التناقض:
- Rodayna is very tired, not careless.

) تُستخدَم (,) لفصل أجزاء عناوين الأماكن:
- Mr father was born in Giza, Egypt but now he lives in London, England.

) تُستخدَم (,) لفصل أجزاء التاريخ (ما عدا اليوم والشهر):
- 22nd February, 2011 was the happiest day in my life. (British)
= February 22nd, 2011 was the happiest day in my life. (American)
- Rodayna was born on 8 March 2012 (= 8 March, 2012). (British)
= Rodayna was born on March 8, 2012. (American)

) تُستخدَم (,) للفصل بين كل ثلاثة أرقام في العدد الذي يتكون من أربعة أرقام فأكثر، على أن يبدأ التقسيم من اليمين:

- 25, 245, 417 - 2, 333, 987

- لا يُفضل أن تُستخدَم (,) للفصل بين عدد مُكوَّن من أربعة أرقام:

- 1976 or 1, 976

) تُستخدَم (,) بعد كلمة (Dear....,) خاصة في رسائل البريد الإلكتروني والخطابات الرسمية (لاحظ أنه في الإنجليزية الأمريكية يمكن أن تُستخدَم النقطتان (:) لنفس الغرض:

- Dear Mr Rashwan, = Dear Mr Rashwan:

) تُستخدَم (,) بعد علامات التنصيص ("...") التي تحتوي على جُملة خبرية إذا جاءت في أول الجُملة وقبلها إذا جاءت في آخر الجُملة:

- Rokaya said, "I'm not free these days".
- "I'm not free these days," says Rokaya.

- أما إذا كانت علامات التنصيص ("...") تحتوي على سؤال فنستخدم (,) قبلها فقط وليس بعدها:
- Ashraf said, "Have you sent the file to Ayman?".
- "Have you sent the file to Ayman?" asked Ashraf.

) لا تُستخدم (,) بعد (that, if, whether, what, why ...) في الكلام غير المباشر:
- I asked if, he was tired. (✗)
- I asked if he was tired. (✓)

- He said that, he was tired. (×)
- He said that he was tired. (✓)

٢٠ تُستخدَم (,...,) لفصل العبارات أو المفردات الاعتراضية التي يمكن الاستغناء عنها في الجُملة دون أن تؤثّر على المعنى:

- Friday, which is a public holiday, is the only day when I get up late.
- The weather was fine in the park. The grassy land, on the other hand, was very wet.
- My only sister, Amira, helps mum with the housework.

- أما إذا كانت هذه العبارات أو المفردات أساسية ولا يمكن الاستغناء عنها فلا يمكن استخدام (,...,):

- The book that I have bought is excellent.
- The oranges that fell out of the basket were damaged.
- She believes that she will win the race.

- الأمثلة التالية توضح الفرق بين الحالات التي تُستخدَم أو لا تُستخدم فيها (,...,) في عبارات الوصل:

- A man who is often nervous has very few friends.
(Essential: no commas)
- Emad, who is often nervous, has very few friends.
(Nonessential: use commas)
- The young man who is wearing the blue jeans is my brother.
(Essential: no commas)
- My brother, who is wearing the blue jeans, is playing in the hall.
(Nonessential: use commas)

٢١ تُستخدَم (,) للفصل بين صفتين أو أكثر من (coordinate adjectives) وهي الصفات المتساوية في الأهمية أو الدرجة:

- He is a healthy, strong man.

فالصفتين (healthy, strong) صفتان متساويتان في الأهمية والدرجة، ويمكن أن نحدد أن الصفتين متساويتين في الأهمية إذا استطعنا أن نستخدم (and) بينهما أو أن نبدل مكانهما دون أن يؤثر ذلك على صحة ودقة المعني، فالمثال السابق يمكن أن نكتبه كالتالي:

- He is a healthy and strong man. (✓)
- He is a strong, healthy man. (✓)
- He is a strong and healthy man. (✓)

لكن عندما تكون الصفات التي تسبق الإسم تراكمية أو بنائية (cumulative adjectives) ففي هذه الحالة لا نستخدم (,) بينها. لاحظ المثال التالي:

- She is a cheerful, young girl. (×)
- She is a cheerful and young girl. (×)
- She is a young, cheerful girl. (×)

- She is a young and cheerful girl. (×)
- She is a cheerful, young girl. (✓)

وغالباً يكون الترتيب الشائع للصفات التراكمية (cumulative adjectives) قبل الإسم الموصوف كالتالي — من اليسار لليمين:

- quantity, opinion, size, age, colour, shape, origin, material, purpose.

- I ate two big cheese sandwiches. (✓)
- I ate two big and cheese sandwiches. (×)
- I ate two big, cheese sandwiches. (×)
- I ate two cheese big sandwiches. (×)
- I ate two cheese and big sandwiches. (×)
- I ate two cheese, big sandwiches. (×)

Exercise On Using the Comma

Choose the correct answer from a , b , c or d :

1. .... would you do the shopping for me?
   a. Omar   b. Omar,   c. , Omar   d. ,Omar,
2. Would you do the shopping for me............?
   a. Omar   b. Omar,   c. , Omar   d. ,Omar,
3. Would you .... do the shopping for me?
   a. Omar   b. Omar,   c. , Omar   d. ,Omar,
4. Do you mind if I use your mobile ....?
   a. , please   b. please,   c. , please,   d. a & c
5. Which sentence has the perfect punctuation?
   a. I depend on El-Moasser, my teacher and the educational programs.
   b. I depend on: El-Moasser, my teacher and the educational programs.
   c. I depend on El-Moasser, my teacher, and the educational programs.
   d. a & c
6. She is to young to travel on her own ....
   a. isn't she.   b. . Isn't she?   c. , isn't she.   d. , isn't she?
7. My uncle has too many things to do every day .... yet never forgets to visit his parents and make sure they are OK.
   a. :   b. ,   c. !   d. ?
8. Once I had done the shopping .... I went home.
   a. ;   b. ,   c. .   d. no mark

9. I went home .... once I had done the shopping.

a. ; b. : c. . d. no mark

10. To succeed .... you have to study hard.

a. ; b. , c. . d. no mark

11. .... the exam was easy.

a. Fortunately. b. Fortunately! c. Fortunately, d. fortunately,

12. A: Does he have villa? B: .... he has a flat.

a. No. b. No, c. Yes. d. Yes,

13. He is plump .... not fat.

a. , b. . c. ! d. ?

14. Mr Mohammed lives in 22 Tahrir street ....

a. Edfu, Aswan. b. Edfu and Aswan.

c. Edfu. Aswan. d. , Edfu, Aswan.

15. Sama was born on ....

a. July 7^{th} 2017. b. July, 7^{th}, 2017.

c. July 7^{th}, 2017. d. 7^{th}, July, 2017.

16. Which number is correctly punctuated?

a. 124,578,9 b. 1,245,789 c. 124.578.9 d. 1.245.789

17. .... we are meeting the ambassador.

a. tomorrow. b. Tomorrow. c. Tomorrow, d. Tomorrow!

18. Which sentence has the perfect punctuation?

a. Hossam said ", I have bought El-Moasser Guide".

b. Hossam said, "I have bought El-Moasser Guide".

c. "I have bought El-Moasser Guide," said Hossam.

d. b & c

19. Which sentence has the perfect punctuation?

a. She said, "Do you speak English?"

b. She said ", Do you speak English?"

c. "Do you speak English?", she said.

d. a & c

20. Which sentence has the perfect punctuation?

a. I'm fond of football. My brother unlike me can't stand it.

b. I'm fond of football. My brother unlike me, can't stand it.

c. I'm fond of football. My brother, unlike me can't stand it.

d. I'm fond of football. My brother, unlike me, can't stand it.

21 Which sentence has the perfect punctuation?

a. Salah who is a great player scored an incredible goal in the last matc

b. Salah, who is a great player, scored an incredible goal in the last matc

c. Salah who is a great player, scored an incredible goal in the last matc

d. Salah, who is a great player scored an incredible goal in the last matc

22. He is a .... player.

a. slow and unfit b. slow, unfit c. a & b d. slow unfit

23. Nadia is an .... woman.

a. energetic and young, b. energetic and young

c. energetic, young d. energetic young

24. Which of the following sentences gives a logical meaning?

a. I've already eaten Omar. b. I've already eaten, Omar.

c. I've Omar already eaten. d. a & c

3 Colon (:) : النقطتان

وتُستخدم النقطتان (:) في الحالات التالية :

تُستخدَم (:) قبل القوائم (lists) التي تحتوي على مكونات أو أجزاء (أي يأتي بعدها تفاصيل ما قبلها):

- An essay has three parts: the introduction, the body and the conclusion.
- There are five new members in the staff: Ahmed, Khalid, Karim, Omar and Youssef.

- لكن لا تُستخدَم (:) عندما تكون القائمة مُدمجة في بناء الجُملة، لاحظ المثالين التاليين وقارنهما بالمثالين السابقين:

- The essay has: an introduction, a body and a conclusion. (✗)
- The essay has an introduction, a body and a conclusion. (✓)
- The new members of the staff are: Ahmed, Khalid, Karim, Omar and Youssef. (✗)
- The new members of the staff are Ahmed, Khalid, Karim, Omar and Youssef. (✓)

تُستخدَم (:) أو (;) قبل التوضيحات والتفاصيل الإضافية التي توضِّح ما قبلها:

- I have decided not to buy this tablet: I don't have enough money. (✓)

= I have decided not to buy this tablet; I don't have enough money. (✓)

- My father has a health problem: he is losing much weight. (✓)

= My father has a health problem; he is losing much weight. (✓)

تُستخدَم (:) بين العنوان الرئيسي والعنوان الفرعي (subdivisions):

- Punctuation: colon
- Unit 1: grammar

٤ تُستخدَم (:) في العناوين الوصفية (descriptive titles) للفصل بين العنوان وما يُقال عنه:
- The Prisoner of Zenda: An Adventure Novel
- The 6th of October war: The War of Land and Dignityالكرامة

٥ تُستخدَم (:) قبل كلمة أو عبارة في آخر الجُملة للتوكيد (emphasis) – لاحظ أن الشرطة الطويلة (em dash) يُمكن أن تُستَخدَم لنفس الغرض:
- After three months of thinking, I have reached my final decision: retirement.
= After three months of thinking, I have reached my final decision – retirement.

٦ في الإنجليزية الأمريكية تُستخدَم (:) بدلاً من (,) بعد كلمة (:...Dear) خاصة في رسائل البريد الإلكتروني والخطابات الرسمية، أما في الإنجليزية البريطانية فتُستخدَم (,) أو لا يُستخدَم شيء على الإطلاق:
- Dear Mr Rashwan: (American)
- Dear Mr Rashwan, / Dear Mr Rashwan (British)

٧ في الكلام غير المباشر تُستخدَم (,) بعد فعل الإبلاغ وقبل نص الكلام المباشر كما سبق أن أشرنا:
- Mr Mohammed said, "I am too busy to argue with those envious people."
- يمكن استخدام (:) بدلاً من (,) بعد فعل الإبلاغ وقبل نص الكلام المباشر في الاقتباسات الطويلة:
- Mr Mohammed said:
"I am too busy to argue with those envious people. They have neither the ability nor the will to do anything useful. That's why they are always talking about others. Helplessly, they have to use the very things they criticize in their work. To be successful, never argue with somebody who will never be persuaded..."

٨ تُستخدَم (:) بعد المُتحدِّث في المحادثات والمسرحيات والأعمال القصصية:
- Esraa: What do you think of El-Moasser's?
- Leen : It is the best educational book ever.

٩ تُستخدَم (:) بعد المصدر المأخوذ منه الاقتباس:
- In the words of the traffic law: "A driver must hold a driving licence."

١٠ تُستخدَم (:) في التعبير عن النسبة بين عددين (proportion):
- The ratio of married women to the unmarried ones is 3:1.
= The ratio of married women to the unmarried ones is 3 to 1.
= The ratio of married women to the unmarried ones is $\frac{3}{1}$.

١١ تُستخدَم (:) في الإنجليزية الأمريكية للفصل بين الساعة والدقائق المكتوبة حسابياً:
- It is 10:20pm. (American)
- تُستخدَم (.) في الإنجليزية البريطانية للفصل بين الساعة والدقائق المكتوبة حسابياً في صيغة الوقت (١٢ ساعة)، أما في صيغة (٢٤ ساعة) تُستخدم (:):
- It is 10.20 pm. = It is 22:20. (British)

أ. في الإنجليزية البريطانية لا يُستخدم حرف (Capital) في بداية الكلام بعد (:) إلّا إذا كانت الكلمة من النوع الذي يبدأ بحرف (capital) مثل (I, Ahmed, Monday, April, Egypt ...)
- I interviewed three applicants: two men and a woman.
- لكن إذا كان الكلام بعد (:) جملتين أو أكثر فإنه يبدأ بحرف (Capital):
- I welcomed my two guests: my friend Ali and his father.
- Follow the following three steps: First, boil the water. After that ... .
ب. في الإنجليزية الأمريكية يُستخدم حرف (Capital) غالباً في بداية الكلام بعد (:)
- I welcomed my two guests: My friend Ali and his father.

Exercise On Using the Colon (:)

Choose the correct answer from a , b , c or d :

1. Which of the following characters is called a "colon"?
   a. ' b. , c. : d. ;
2. Which of the following is NOT one of the correct uses of a "colon"?
   a. At the end of a quotation.
   b. Before a long quotation.
   c. To introduce lists.
   d. To express proportion between numbers.
3. Choose the sentence with the correct punctuation:
   a. A paragraph has three parts: A topic sentence, a supporting sentence, and a conclusion sentence.
   b. A paragraph has three parts: a topic sentence, a supporting sentence, and a conclusion sentence.
   c. A paragraph has three parts; a topic sentence, a supporting sentence, and a conclusion sentence.
   d. A paragraph has three parts. A topic sentence, supporting sentences, and a conclusion sentence.
4. Choose the sentence with the correct punctuation:
   a. A paragraph has: A topic sentence, a supporting sentence, and a conclusion sentence.
   b. A paragraph has: a topic sentence, a supporting sentence, and a conclusion sentence.
   c. A paragraph has; a topic sentence, a supporting sentence, and a conclusion sentence.
   d. A paragraph has a topic sentence, supporting sentences, and a conclusion sentence.

5. Which of the following choices is punctuated perfectly?
   a. She refused to marry him: He is not the kind of person she prefers.
   b. She refused to marry him; he is not the kind of person she prefers.
   c. She refused to marry him: he is not the kind of person she prefers.
   d. b & c
6. Which of the following headlines has perfect punctuation?
   a. El-Moasser Guide: a Professional Educational Book
   b. El-Moasser Guide: a professional educational book
   c. El-Moasser Guide: a Professional Educational Book.
   d. El-Moasser Guide, a professional educational book
7. Which of the following best suits a title and a subdivision?
   a. punctuation: colon
   b. Punctuation: colon
   c. Punctuation, colon
   d. punctuation: Colon
8. Choose the sentence(s) with the correct punctuation:
   a. We are having a nice time on the beach — the children really like it.
   b. We are having a nice time on the beach: the children really like it.
   c. a & b
   d. We are having a nice time on the beach, the children really like it.
9. Which of the following represent(s) the best start for a business letter in American English?
   a. Dear Mr Ayman:
   b. Dear Mr Ayman,
   c. Dear Mr Ayman
   d. b & c
10. Which of the following represent(s) the best start for a business letter in British English?
    a. Dear Mr Ayman:
    b. Dear Mr Ayman,
    c. Dear Mr Ayman
    d. b & c
11. Which of the following extracts o a dialogue has the perfect punctuation?
    a. - Sama I like fish. – Rokaya so do I!
    b. - Sama: I like fish. – Rokaya: So do I!
    c. - Sama: I like fish. – Rokaya: so do I!
    d. - Sama: I like fish – Rokaya: So do I!
12. Which of the following express(es) proportion correctly?
    a. The ratio of the educated to the uneducated is 7:3.
    b. The ratio of the educated to the uneducated is 7 to 3.
    c. The ratio of the educated to the uneducated is $\frac{7}{3}$.
    d. a, b & c

13. Which of the following express(es) time correctly?
   a. It is 7:45.
   b. It is seven: forty-five.
   c. It is 7.45.
   d. a & c

14. Which of the following has standard British punctuation?
   a. I refused the offer: It is not useful to me.
   b. I refused the offer: it is not useful to me.
   c. I refused the offer: It is not useful to me. It is just a waste of time.
   d. b & c

15. Which of the following has standard American punctuation?
   a. I refused the offer: It is not useful to me.
   b. I refused the offer: it is not useful to me.
   c. I refused the offer: it is not useful to me. it is just a waste of time.
   d. b & c

4 Semi-colon (;) : الفاصلة المنقوطة

وتُستخدم (;) في الحالات التالية :

لربط جملتين كاملتين مستقلتين مرتبطتين في المعنى في جُملة واحدة:

- Some people enjoy playing football; others only watch the matches on TV.

- لاحظ أنه يمكن استخدام كل من (:) أو (.) لنفس الغرض:

- Some people enjoy playing football: others only watch the matches on TV.
- Some people enjoy playing football. Others only watch the matches on TV.

لربط جملتين كاملتين مستقلتين تربطهما رابطة تأتي بعد (;):

- Amr wastes his money; as a result, he is usually penniless. مُفلس
- Some people type on computers, tablets, or even mobile phones; but others prefer to write on paper.
- I like dogs; however, I will never keep one at home.

لإضافة تفاصيل لعناصر القائمة التي تفصلها (,) أو لإنشاء قائمة جزئية (sub list):

- I met people from England; London, Canada; Toronto, France; Paris.

يُمكن أن تُستخدَم (;) بدلاً من (,) لفصل عناصر القائمة (خاصة القوائم الطويلة):

- I will allow you to join the school if you promise that you will work hard at home; that you do well at school; that you get high marks; and that you keep safe. (✓)
- I will allow you to join the school if you promise that you will work hard at home, that you do well at school, that you get high marks, and that you keep safe. (✓)

تنويــه: لا تستخدم حرف (Capital) في بداية الكلام بعد (;) إلّا إذا كانت الكلمة من النوع الذي يبدأ بحرف (capital) مثل (I, Ahmed, Monday, April, Egypt ...)

- Mai likes spice food; Her brother enjoys sweets. (✗)
- Mai likes spice food; her brother enjoys sweets. (✓)

Exercise On Using the Semi- Colon (;)

Choose the correct answer from a , b , c or d :

1. Which of the following characters is called a "semi-colon"?
   a. ’ b. , c. : d. ;
2. Which of the following is one of the correct uses of a "colon"?
   a. Ending a statement. b. Starting a sub list.
   c. Starting direct speech. d. Ending direct speech.
3. Choose the sentence with the correct punctuation:
   a. My father needs medical help; his arm aches.
   b. My father needs medical help, his arm aches.
   c. My father needs medical help/ his arm aches.
   d. My father needs medical help’ his arm aches.
4. Choose the sentence(s) with the correct punctuation:
   a. I like dogs; however, I will never keep one at home.
   b. I like dogs. however, I will never keep one at home.
   c. I like dogs. However, I will never keep one at home.
   d. a & c
5. Which of the following choices is punctuated perfectly?
   a. I invited my uncle, two friends, Hossam and Nasser, and my new boss.
   b. I invited my uncle, two friends; Hossam and Nasser, and my new boss.
   c. I invited my uncle, two friends Hossam, Nasser, and my new boss.
   d. I invited my uncle, two friends; hossam and nasser, and my new boss.
6. Which of the following choices is / are punctuated perfectly?
   a. I bought two bags of rice, two middle-sized cheese pizzas, and a jar of jam.
   b. I bought two bags of rice; two middle-sized cheese pizzas; and a jar of jam.
   c. I bought the following: two bags of rice, two middle-sized cheese pizzas, and a jar of jam.
   d. a, b & c

5 Using the hyphen (-), En dash (–) and Em dash (—):

استخدام الواصلة (-) والمتوسطة (–) والطويلة (—)

-What is a hyphen (-)? ما هي الشَرطة الواصلة؟

- A hyphen is a mark of punctuation that joins words, or word parts, together.

الواصلة (-) هي إحدى علامات الترقيم التي تُستخدم لربط الكلمات أو أجزاء الكلمات إلى بعضها البعض.

-What is dash (–) / (—)? ما هي الواصلة المتوسطة والطويلة؟

- A dash is a mark of punctuation that is longer than a hyphen.

الواصلة المتوسطة (–) أو الطويلة (—) هي علامة ترقيم أطول من الواصلة (-).

- The dash has two shapes.

هناك نوعين من الواصلات المطولة:

1. Em dash (—): It is about the width of the letter 'm'.

الواصلة الطويلة وهي تقريباً في نفس عرض حرف (m)

2. En dash (–): It is about the width of the letter 'n' or twice the length of the hyphen (-).

الواصلة المتوسطة وهي تقريباً في نفس عرض حرف (n) أو ضِعْف عرض الشرطة الواصلة (-)

وتُستخدم الشَرطة الواصلة (-) في الحالات التالية:

للفصل بين الآحاد والعشرات في الأرقام من (21) حتى (99):

- I have twenty-three cousins - There are forty-seven people on the bus.

في الكسور العشرية المكتوبة بالكلمات كالتالي:

- number رقم + - + ordinal number عدد ترتيبي ...
- Only two-thirds (= $\frac{2}{3}$) of the students passed the exam.
- Three-fifths (= $\frac{3}{5}$) of my salary is spent on food and clothing.

في الصفات المركبة من كلمتين أو أكثر:

- I use El-Moasser because it is well-prepared book.
- Mr Ayman has a six-year-old son.

بعد البادئات (prefixes) التي تنتهي بحرف متحرك والكلمات التي تبدأ بحرف متحرك:

- You need to co-operate with your team members.
- Engineers have developed some anti-aircraft weapons. أسلحة مضادة للطائرات
- His a pre-eminent بارزة position makes him influential.

- لاحظ أنه مع تطور اللغة يتم اسقاط الشرطة (-) في أحيان كثيرة، فمثلاً كلمات مثل:

(e-mail / e-book / co-operation ...)

صارت تُكتَب هكذا بدون (-):

(email / ebook / cooperation ...)

تُستخدَم الواصلة المتوسطة (–) والطويلة (—):

١ تُستخدم الواصلة الطويلة (—) أو المتوسطة (–) غالباً في اللغة غير الرسمية بدلاً من الفاصلة السُفلي (,) أو النقطتان (:) أو الفاصلة المنقوطة (;) لإظهار المزيد من التوكيد:

- El-Moasser published Get Ready, the first of its kind, last July. (✓)
= El-Moasser published the Skills Guide—the first of its kind—last July. (✓)
- I want two things: a house in the countryside and to live in peace. (✓)
= I want two things—a house in the countryside and to live in peace. (✓)
- I was dead tired; however, I went to school. (✓)
= I was dead tired—however, I went to school. (✓)

٢ تُستخدم الواصلة المتوسطة (En dash) قبل جزء في آخر الجملة يعبِّر عن:

- Afterthoughts الأفكار المُلحَقة – something unexpected – something surprising
- Omar will come first–I think so.
- We saw Ali–smoking a cigarette, believe it or not.

٣ تُستخدم الواصلة المتوسطة (En dash) للتعبير عن المدي:

- I have read pages 12–35 so far. (= from page 12 to page 35)
- The Aswan–Cairo train leaves at 16:00. (= The train from Aswan to Cairo)

٤ تُستخدم الواصلة المتوسطة (En dash) أيضاً بين أرقام النتائج الرياضية:

- The Egyptian team won 3–1.

Exercise On Using hyphens and dashes

Choose the correct answer from a , b , c or d :

1. Which of the following marks is an "Em dash"?
   a. - b. – c. — d. /
2. Which of the following marks is a "hyphen"?
   a. - b. – c. — d. /
3. Which of the following marks is an "En dash"?
   a. - b. = c. — d. /
4. There are .... days in March.
   a. 3-1 b. thirty–one c. thirty—one d. thirty-one
5. Pages .... are missing from the book.
   a. 122–139 b. 122—139 c. 122-139 d. a & b

6. She doesn't like .... style of writing.

a. old fashioned
b. old-fashioned
c. old–fashioned
d. old—fashioned

7. A: How do you write ($1\frac{7}{8}$) in words? - B: One and ....

a. seven-eight
b. seven–eighth
c. seven-eighths
d. seven—eights

8. Which of the following has/have correct punctuation?

a. My son, and that naughty friend of his, played football after school.
b. My son–and that naughty friend of his–played football after school.
c. My son—and that naughty friend of his—played football after school
d. a, b & c

9. Which of the following has/have correct punctuation?

a. My brother has three daughters: Doaa, Yasmeen and Ashrakat.
b. My brother has three daughters—Doaa, Yasmeen and Ashrakat.
c. a & b
d. My brother has three daughters; Doaa, Yasmeen and Ashrakat.

10. Which of the following has perfect punctuation?

a. Trees without their leaves look very beautiful—it is my opinion.
b. Trees without their leaves look very beautiful—It is my opinion.
c. Trees without their leaves look very beautiful, it is my opinion.
d. Trees without their leaves look very beautiful: it is my opinion.

11. I bought an ....مضاد التهابات to relief the pain of my knee.

a. anti inflammatory
b. anti-inflammatory
c. anti–inflammatory
d. anti—inflammatory

12. Liverpool beat Newcastle United ....

a. 2—1
b. 2–1
c. 2:1
d. 2;1

13. Which of the following has perfect punctuation?

a. I don't prefer reading e-books.
b. I don't prefer reading ebooks.
c. a & b
d. I don't prefer reading E-books.

6 Slash / Stroke (/): الشرطة المائلة (/):

There are two types of slash:

1. Forward slash (/) الشرطة المائلة للأمام
2. Back slash (\) الشرطة المائلة للخلف (وهي ليست من علامات الترقيم)

استخدامات الشرطة المائلة للأمام (/):

١ تُستخدم (/) أحياناً بدلاً من (per / a / an) بمعني (الكل / في):

- He was driving at 80 kilometres per hour. (✓)
= He was driving at 80 km/h. (√)

٢ تُستخدم (/) أحياناً بدلاً من (and) بمعني (و):

- I applied for the computer and language programme. (✓).
= I applied for the computer/language programme. (✓)

٣ تُستخدم (/) أحياناً بدلاً من (or) بمعني (أو):

- Someone rang the doorbell. He or she had left before I opened it. (✓)
= Someone rang the doorbell. He/she had left before I opened it. (✓)

٤ تُستخدم (/) أحياناً بدلاً من (En dash) للتعبير عن المدي:

- The Aswan/Cairo train leaves at 16:00. (= The train from Aswan to Cairo)

٥ تُستخدم (/) أحياناً بين تاريخ سنتين متتاليتين للتعبير عن المدي:

- Students will never forget the 2020/21 school year.

٦ تُستخدم (/) أحياناً كأحد طُرق الفصل بين اليوم والتاريخ والسنة:

- The match is on 25 November, 2022.
= The match is on 25/11/2022.
= The match is son 11/25/2022.

٧ تُستخدم (/) عناوين المواقع والصفحات علي الإنترنت:

- number رقم + - + ordinal number عدد ترتيبي ...

http://www.elmoasser.com/get-ready

٨ تُستخدم (/) أحياناً في الكسور العشرية المكتوبة بالأرقام:

- number رقم + - + ordinal number عدد ترتيبي ...

- Only two-thirds (= $\frac{2}{3}$ = 2/3) of the students passed the exam.
- Three-fifths (= $\frac{3}{5}$ = 2/5) of my salary is spent on food and clothing.

Exercise On Using the slash (/)

Choose the correct answer from a , b , c or d :

1. Which of the following is NOT a punctuation mark?
   a. \ b. / c. ; d. .
2. It is planned for Luxor and Aswan to welcome ....
   a. 2.000.000 a year b. 2.000.000 per year
   c. 2.000.000/year d. a, b & c
3. He works for an .... Company.
   a. export/import b. export and import
   c. export—import d. a & b
4. Someone is ringing the doorbell. Let me see who .... is.
   a. he or she b. he/she c. a & b d. he and she
5. Which of the following has perfect punctuation?
   a. The Cairo\London flight takes off at 15:25.
   b. The Cairo/London flight takes off at 15:25.
   c. The Cairo-London flight takes off at 15:25.
   d. b & c
6. I was in secondary three in the school year ....
   a. 2020/21 b. 2020\21 c. 2020;21 d. 2020.21
7. I was born on ....
   a. 15th, August, 1982 b. 15-8;1982
   c. 15—8—1982 d. 15/8/1982
8. I expect at least .... of the students will pass the exam.
   a. 4/5 b. $\frac{4}{5}$ c. a & b d. 4;5

7 Ellipsis (... / ***): علامة القطع

استخدامات علامة القطع (...):

تُستخدم علامة القطع (...) عند حذف كلمة أو عبارة أو سطر أو فقرة أو أكثر من نص مُقتبَس، وتوفر علامات القطع المساحة أو تزيل الأجزاء غير الهامة، وهي مفيدة في تركيز انتباه القارئ على النقطة المطلوبة وعدم تشتيته بتفاصيل غير هامة — لاحظ المثال التالي:

- **Full Quotation:** "I didn't know the possible disadvantages, so I supported the new plan."
- **With ellipsis:** "I ... supported the new plan."

٢ تُستخدم علامة القطع (...) عند استحالة ذكر كل شيء — لاحظ المثال التالي:
- Even numbers الأعداد الزوجية are 2, 4, 6, 8, ...

٣ يستخدم بعض الكُتّاب علامة القطع (...) للتعبير عن الحيرة أو التردد:
- I don't know ... I'm not sure.

٤ يستخدم بعض الكُتّاب علامة القطع (...) للتعبير عن التشويق:
- You are right, but what will happen if ...?

٥ يستخدم بعض الكُتّاب علامة القطع (...) للتعبير عن وقفات للتركيز على نقاط معينة في الجُملة:
- Professional teachers ... in fact ... are always ready for any changes.

3 Enclosures المرفقات / المُضمنات

Enclosures

1. Quotation marks — علامات التنصيص
2. Brackets / Parentheses — القوسان المستديران
3. Square brackets — القوسان المُربّعان

1 Quotation marks ("..."): علامات التنصيص

تنويـه: هناك مسميات مختلفة لعلامات التنصيص في اللغة الإنجليزية وهي:
- quotation marks = speech marks = inverted commas

وهناك نوعان من علامات التنصيص:
1. Single quotation marks ('...') علامات التنصيص الفردية
- وهي شائعة الاستخدام في الإنجليزية البريطانية.
2. Double quotation marks ("...") علامات التنصيص المزدوجة
- وهي شائعة الاستخدام في الإنجليزية الأمريكية.

وتستخدم علامات التنصيص في الحالات التالية:

١ يوضع بينهما نَص الكلام المباشر الذي قاله شخص ما (لابد أن يبدأ الكلام بينهما بحرف كبير):
- "We are busy", said Omar, "so, we can't help you". (✓)
= 'We are busy', said Omar, 'so, we can't help you'. (✓)

في حالة وجود اقتباس داخل الاقتباس، تُستخدم علامات التنصيص الفردية داخل الزوجية والعكس صحيح:
- "I think 'Black Beauty' is a great novel," said Ahmed. (✓)
- 'I think "Black Beauty" is a great novel,' said Ahmed. (✓)

تُستخدم علامات التنصيص (غالباً الفردية) حول الكلمات التي نتحدث عنها:
- 'Tall' is to 'short' as 'happy' is to 'unhappy'. (✓)
- "Tall" is to "short" as "happy" is to "unhappy". (✓)

- لاحظ أنه في هذه الحالة لا تبدأ الكلمة بينهما بحرف كبير إلا إذا كانت من النوع الذي يبدأ هكذا:
- I am proud of my homeland — 'Egypt'.

لاحظ كيفية استخدام بعض علامات الترقيم الأخرى مع علامات التنصيص:

Punctuation	Rule	Examples
(!) / (?)	داخل علامات التنصيص أو خارجها حسب المنطق	- He said, "Do you agree?" - Did he say, "I agree"?
(;) / (:)	خارج علامات التنصيص في الإنجليزية البريطانية والأمريكية	- There are two meanings for "improve": to be better and to make something better.
(,) / (.)	خارج علامات التنصيص في الإنجليزية البريطانية	- "I agree", he said. (🇬🇧) - He said, "I agree".
	داخل علامات التنصيص في الإنجليزية الأمريكية	- "I agree," he said. (🇺🇸) - He said, "I agree."

2 Brackets / Parentheses ( ) | القوسان المستديران

تنويه: هناك مسميات مختلفة لعلامات للقوسين المستديرين في اللغة الإنجليزية وهي:
- Brackets (British) = Parentheses (American) = Round brackets

استخدامات القوسين المستديرين ( ):

تُستخدم () كبديل لـ (, ... ,) لإضافة جُملة اعتراضية بين سياق الجُملة:
- He replied (after five minutes of careful thinking) that he would accept the offer. (✓)
= He replied, after five minutes of careful thinking, that he would accept the offer. (✓)
- Ayman (and his closest friend) met in the club. (✓)
= Ayman, and his closest friend, met in the club. (✓)

تُستخدم الأقواس () كبديل لـ (;) لربط عبارتين مستقلتين:
- I advise you to watch this movie. (You'll be amazed.) (✓)
= I advise you to watch this movie; you'll be amazed. (✓)

٣ تُوضع الفاصلة السفلي (,) بعد الأقواس وليس قبلها:

- After I had returned home, (it was already midnight) I had a shower. (✗)
= After I had returned home (it was already midnight), I had a shower. (✓)

3 Square brackets [ ] : القوسان القرآنان

- تُستخدم [ ] في حالة وجود اقتباس داخل الاقتباس، تماماً مثل علامات التنصيص الفردية داخل الزوجية كما سبق أن أوضحنا عند شرح علامات التنصيص:

- "I think 'Black Beauty' is a great novel," said Ahmed. (√)
- 'I think "Black Beauty" is a great novel,' said Ahmed. (√)
- "I think [Black Beauty] is a great novel," said Ahmed. (√)
- 'I think [Black Beauty] is a great novel,' said Ahmed. (√)

Exercise On Using Enclosures

Choose the correct answer from a , b , c or d :

1. The punctuation mark " " is called ....
   a. speech marks b. quotation marks
   c. inverted commas d. a, b & c
2. What are the characters () called?
   a. Parentheses. b. Brackets. c. Round Brackets. d. a, b & c
3. Which of the following marks is called "square brackets"?
   a. ' ' b. () c. [] d. ...
4. Which of the following marks is called "ellipsis"?
   a. ' ' b. () c. [] d. ...
5. My report says, "The police .... took the criminals to prison".
   a. () b. ... c. [] d. ;
6. Omar said, "My boss said .... No problem. .... which I understood as a permission to leave".
   a. () b. " " c. [] d. , ,
7. According to American English punctuation, which of the following sentences has perfect punctuation?
   a. "El-Moasser has high-quality exercises," said Mr Hossam.
   b. "El-Moasser has high-quality exercises," said Mr. Hossam.
   c. "El-Moasser has high-quality exercises", said Mr. Hossam.
   d. 'El-Moasser has high-quality exercises,' said Mr Hossam.

8. According to British English punctuation, which of the following sentences has perfect punctuation?
   a. 'El-Moasser has high-quality exercises', said Mr. Hossam.
   b. "El-Moasser has high-quality exercises," said Mr Hossam.
   c. 'El-Moasser has high-quality exercises', said Mr Hossam.
   d. 'El-Moasser has high-quality exercises,' said Mr Hossam.
9. Which of the following has perfect British punctuation?
   a. He said, "Are you a doctor?"
   b. He said, "Are you a doctor"?
   c. He said, 'Are you a doctor'?
   d. He said, 'Are you a doctor?'
10. Which of the following has perfect American punctuation?
   a. He said, "Are you a doctor?"
   b. He said, "Are you a doctor"?
   c. He said, 'Are you a doctor'?
   d. He said, 'Are you a doctor?'
11. Which of the following has perfect American punctuation?
   a. Did he say, "I am a doctor?"
   b. Did he say, "I am a doctor"?
   c. Did he say, 'I am a doctor'?
   d. Did he say, 'I am a doctor?'
12. Which of the following has perfect British punctuation?
   a. Did he say, "I am a doctor?"
   b. Did he say, "I am a doctor"?
   c. Did he say, 'I am a doctor'?
   d. Did he say, 'I am a doctor?'
13. Sama said ....
   a. "my father is a teacher."
   b. , "my father is a teacher."
   c. "My father is a teacher."
   d. , "My father is a teacher."
14. 'I disagree,' said Ali ....
   a. "because what you say is not right."
   b. , 'because what you say is not right."
   c. 'Because what you say is not right."
   d. , 'Because what you say is not right."
15. 'I disagree,' said Ali ....
   a. . "what you say is not right."
   b. , "what you say is not right."
   c. . "What you say is not right."
   d. , "What you say is not right."
16. Leen said, ...
   a. 'I think "El-Markeb" is a good film'.
   b. 'I think 'El-Markeb' is a good film'.
   c. "I think "El-Markeb" is a good film".
   d. a & c

17. Which of the following sentences have correct punctuation?

a. When I looked at the baby, (it was already asleep) I felt sorry for it.

b. When I looked at the baby (it was already asleep), I felt sorry for it.

c. When I looked at the baby … it was already asleep, I felt sorry for it.

d. When I looked at the baby: it was already asleep, I felt sorry for it.

18. In which of the following sentences does the speaker want to keep the listener in suspense? التشويق

a. I'll give you the money you need only if …

b. I'll give you the money you need (only if).

c. I'll give you the money you need [only if].

d. I'll give you the money you need if only you tell me the truth.

19. In the zoo, you can see ....

a. the lion, the elephant, the giraffe, the monkey …

b. the lion, the elephant, the giraffe, the monkey —

c. : the lion, the elephant, the giraffe, the monkey;

d. the lion, the elephant, the giraffe, and the monkey …

20. Which of the following have correct punctuation?

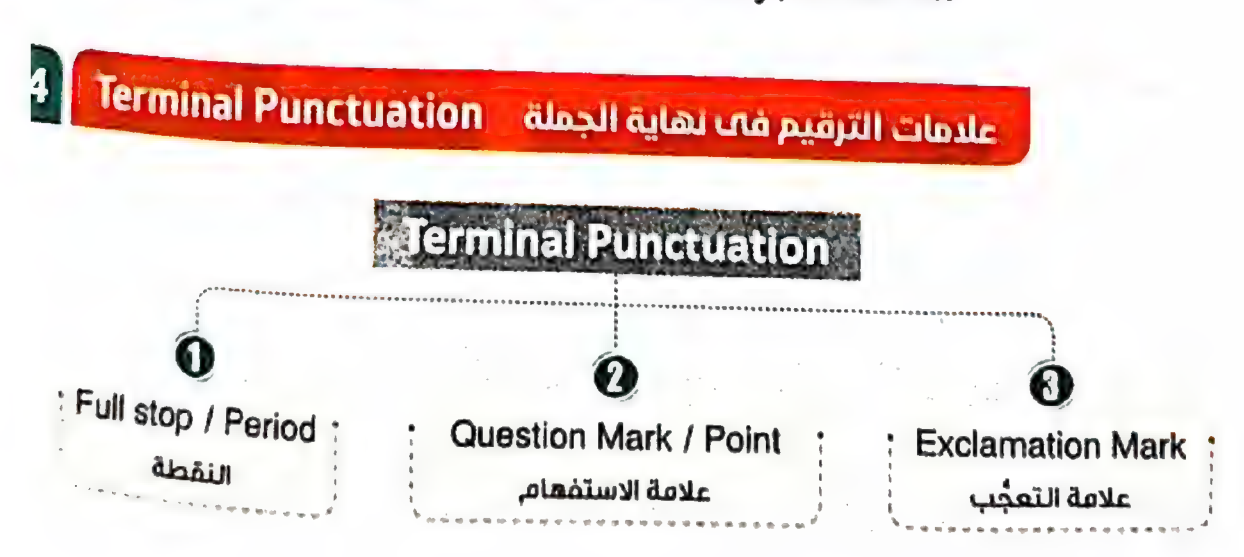
a. Lions (and other types of the cat family) eat meat.

b. Lions, and other types of the cat family, eat meat.

c. a & b

d. Lions; and other types of the cat family; eat meat.

4 Terminal Punctuation علامات الترقيم فى نهاية الجملة



1 The period / Full stop (.) : النقطة

تنويه: النقطة (.) تُسمَّى في الإنجليزية البريطانية (full stop) وفي الإنجليزية الأمريكية (period)

تُستخدم النقطة (.) في الحالات التالية:

في نهاية الجُملة الخبرية:

- Fady went the bank.
- I am a member of El-Moasser's staff.

في نهاية جُملة الأمر- الجُمَل التي تبدأ بفعل في المصدر أو (Don't / Never + inf.):

- Send this file to Mr Ayman, Ola.
- Don't shout at your sister.

في نهاية السؤال الذي تم تحويله إلى صيغة الكلام غير المباشر:

- Omar said, "When will El-Moasser Guide be available?"
- Omar asked when El-Moasser Guide would be available? (✗)
- Omar asked when El-Moasser Guide would be available. (✓)

في نهاية الجُملة التي تبدأ بأداة استفهام كجزء من فاعل الجُملة أو كجزء من عبارة وصل وليست للاستفهام:

- Why he died is still a mystery? (✗)
- Why he died is still a mystery. (✓)
- What he said made us angry? (✗)
- What he said made us angry. (✓)

في اختصارات الكلمات:

- Telephone Number = Tel. No.
- September = Sept.
- Pages = pp.
- Monday = Mon.

تستخدم (.) وليس (,) كعلامة عشرية بين الأرقام (راجع استخدام الفاصلة السفلي مع الأرقام):

- 25.3 = 25 $\frac{3}{10}$. = (twenty-five and three tenths)
- 4.13 = 4 $\frac{13}{100}$. = (four and thirteen hundredths)

في الإنجليزية البريطانية الحديثة لم يعد شائعاً استخدام (.) في اختصارات الأحرف الأولي لأسماء الدول والمؤسسات وكذلك اختصارات الألقاب:

- Arab Republic of Egypt = A.R.E. (American) = ARE (British)
- United States of America = U.S.A. (American) = USA (British)
- The United Kingdom = U.K. (American) = UK (British)
- kg. (American) = kg (British)
- Mr. / Mrs. / Dr. (American) = Mr / Mrs / Dr (British)

ملحوظة: لاحظ أن:

أ- إذا انتهت الجُملة الخبرية باختصار فنكتفي بـ (.) واحدة فقط:

- She arrived home at 5 p.m.. (✗)
- She arrived home at 5 p.m. (✓)

ب- لا تُستخدَم (.) قبل أو بعد الجمل غير المكتملة:

- I went home. ~~After I had done the shopping.~~ (✗)
- I went home after I had done the shopping. (✓)

2 Question mark (?) : علامة الاستفهام

وتُستخدم علامة الاستفهام (?) في الحالات التالية:

١ في نهاية السؤال الذي يبدأ بأداة استفهام مثل:

- What, where, when, why, which, who, whom, whose, how
- Why are you late, Leen?
- Which car is yours, the KIA or the BMW?

٢ في نهاية الاستفهام الذي يبدأ بفعل مساعد أو ناقص مثل:

- am, is, are, was, were - do, does, did - have, has, had
- can, could, will, would, shall, should, may, might ...
- Are you a heavy smoker?
- Will you turn down the speaker?

- لاحظ أن (Do) يمكن أن تُستخدم في بداية الجُملة كفعل أساسي لإعطاء الأمر وفي هذه الحالة نستخدم (.) وليس (?) في نهاية الجُملة:

- Do your best to achieve your goals? (✗)
- Do your best to achieve your goals. (✓)

٣ في نهاية السؤال المذيل (question tag):

- Ola has passed the final exams, hasn't she. (✗)
- Ola has passed the final exams, hasn't she? (✓)

ب- لا تُستخدَم (?) قبل أو بعد الأسئلة غير المكتملة:

- Do you understand? ~~What I mean?~~ (✗)
- Do you understand what I mean? (✓)

3 Exclamation mark / point (!): علامة التعجُّب:

تنبيـه:

علامة التعجُّب (!) تُسمّي في الإنجليزية البريطانية (exclamation mark) وفي الإنجليزية الأمريكية (exclamation point)

تُستخدم علامة التعجُّب في أضيق الحدود في الكتابات الرسمية

تستخدم علامة التعجُّب (!) في الحالات التالية:

بعد التعبيرات التي تدل على مشاعر قوية مثل الحب أو الخوف أو الغضب:

- What a pity! يا له من أمر مؤسِّف - Help!
- I love you!

بعد التعبيرات التى تدل على الأمر القوي:

- Stop! Police!

بعد التعبيرات التى تدل على التعجُّب أو الدهشة:

- Oh, my God! - Wow! - Great!

بعد التعبيرات التى تدل على المزاح أو السخرية:

- Ha! Ha! Ha!!

تنبيـه: لاحظ ان:

علامة التعجُّب في نهاية الجُملة تحل محل النقطة (.) ولا يُستخدمان معاً:

- You are my best friend!. (✗)
- You are my best friend! (✓)

قد يبدأ أسلوب التعجُّب بأداة استفهام، وغالباً ما تعرف أنه تعجُّب وليس استفهام من عدم وجود فعل مساعد بعد أداة الاستفهام:

- What a talented player? (✗)
- What a talented player! (✓)

Exercise On Terminal Punctuation

Choose the correct answer from a , b , c or d :

1. In American English, the mark (.) is called a/an ....
   a. question mark b. period
   c. full stop d. exclamation mark
2. The mark (!) is called a/an ....
   a. question mark b. period
   c. full stop d. exclamation mark

3. The mark (?) is called a/an ....
a. question mark
b. period
c. full stop
d. exclamation mark

4. In British English, the mark (.) is called a/an ....
a. question mark
b. period
c. full stop
d. exclamation mark

5. Which of the following sentences has the correct ending punctuation?
a. Do you like ice-cream.
b. Do the shopping first.
c. Do you have a bike!
d. Do as I have told you?

6. Which of the following has the correct ending punctuation?
a. Do you like ice-cream!
b. Do the shopping bags have any more space.
c. Do you have a bike that I can borrow?
d. Do as I have told you?

7. Ayman, where do you live ....
a. .
b. !
c. ?
d. :

8. Ayman, I'd like to know where you live ....
a. .
b. !
c. ?
d. :

9. Nice to meet you after such a long time ....
a. .
b. !
c. ?
d. :

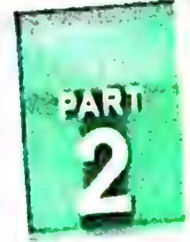
10. A: I've never travelled abroad. B: Neither have I ....
a. .
b. !
c. ?
d. :

11. Salma said, "How do you spend your free time ....
a. .
b. ".
c. "?
d. ?"

12. Did Salma say, "How do you spend your free time ....
a. .
b. ".
c. "?
d. ?"

13. Salma how I spent my free time ....
a. .
b. ".
c. ?
d. ?"

14. Which of the following sentences has the correct punctuation?
a. "Why have you stopped?", said my brother.
b. "Why have you stopped", said my brother?
c. "Why have you stopped,"? said my brother.
d. "Why have you stopped?" said my brother.



15. Choose the sentence with the correct punctuation.
   a. How the prisoner managed to escape is still a mystery?
   b. How the prisoner managed to escape, is still a mystery?
   c. How the prisoner managed to escape is still a mystery.
   d. How the prisoner, managed to escape is still a mystery!

16. How is "seventy-three and four tenths" written in numbers?
   a. 73,4 b. 73.4 c. 73:4 d. 73–4

17. Which abbreviation of "Kingdom of Saudi Arabia" is common in modern British English?
   a. K.s.a. b. K.S.A. c. Ksa d. KSA

18. Which title of the following is common in American English?
   a. Mrs b. Dr c. Mr. d. Mr

19. Choose the sentence with the correct punctuation.
   a. I hurried to the station to catch the train.
   b. I hurried to the station: to catch the train.
   c. I hurried to the station. to catch the train.
   d. I hurried to the station to catch the train?

20. Choose the sentence with the correct punctuation.
   a. My little daughter weighs 18 kg..
   b. My little daughter weighs 18 kg.
   c. My little daughter weighs 18 k.g..
   d. My little daughter weighs 18 k.g.

21. Shut the door ....
   a. . will you. b. , will you. c. will you? d. , will y

22. Which of the following has the correct punctuation?
   a. Can you hear? What I say? b. Can you hear what I say?
   c. Can you hear? What I say. d. Can you hear What I say?

23. Choose the sentence with the correct punctuation.
   a. I love you! b. I love you.! c. I love you? d. I love

24. Choose the sentence with the correct punctuation.
   a. What good news? b. What good news.
   c. What good news! d. What good news.!

5 Paragraph breaks الفواصل بين الفقرات

1 White space: المسافة الفارغة

What is meant by spacing? ما المقصود بترك المسافات الفارغة؟

- It is the areas of a page left blank — in particular, the areas between words, letters, lines of type, or paragraphs.

- هي المساحات في الصفحة التي تُترَك فارغة – وخاصة المسافات بين الكلمات أو الأحرف أو سطور الكتابة أو الفقرات.

- What is a white space (negative space)? ما المقصود بالمسافة الفارغة (المسافة السلبية)؟

- It is the parts of a page left free of text and illustrations.

- هي أجزاء الصفحة التي تُترك خالية من النصوص والرسوم التوضيحية.

- When is spacing (a White Space) used? متى تُستخدم المسافة الفارغة؟

1. One space follows a full stop, a question mark, or an exclamation mark.

- يتم ترك مسافة واحدة بعد علامات الترقيم التي تنهي الجملة وهي النقطة أو علامة استفهام أو علامة تعجب.

ex.:

2. You look tired!Are you OK ? I'll take you home. (✗)
   - You look tired! Are you OK ? I'll take you home. (✓)
   - One space follows a comma, colon, or semicolon.

- يتم ترك مسافة واحدة بعد الفاصلة السفلي أو نقطتين أو الفاصلة المنقوطة.

ex.:

- I have three brothers : Karim , Ali and Youssef. (✗)
- I have three brothers:Karim,Ali and Youssef. (✗)
- I have three brothers: Karim, Ali and Youssef. (✓)
- I am very tired ; it was a tiring day. (✗)
- I am very tired;it was a tiring day. (✗)
- I am very tired; it was a tiring day. (✓)

3. There is no space before or after an "em dash" or "en dash".

- لا توجد مسافة قبل أو بعد «الواصلة طويلة» أو «الواصلة المتوسطة".

ex.:

- El - Moasser published the Skills Guide — the first of its kind — last July. (✗)
- El-Moasser published the Skills Guide—the first of its kind—last July. (✓)

4. There is no space before or after a hyphen with the exception of suspended compounds, which are followed by a space:

لا توجد مسافة قبل أو بعد الواصلة باستثناء التراكيب المعلقة والتي تليها مسافة مثل:

- a two- or three-day holiday - a forty- or -fifty-year-old mans

5. There is no space between enclosures (quotation marks, parentheses, brackets) and the enclosed words...

لا توجد مسافة بين المُرفقات (علامات التنصيص ، الأقواس المستديرة والمربعة) والكلمات المرفقة بداخلها:

ex.

- El-Moasser published the Skills Guide (the first of its kind) last July.
- El-Moasser published the Skills Guide (the first of its kind) last July.

2 Paragraph breaks: الفواصل بين الفقرات

- **What is an indent (indentation)?** ما هي المسافة البادئة:
  - It is a space (of about five letters) left at the beginning of the first line of a paragraph.

هي مسافة (حوالي خمسة أحرف) يتم تركها في بداية السطر الأول من الفقرة.

- **What is a paragraph break (par break)?** ما هي فواصل الفقرات الإنشائية:
  - It is a single line space (between two paragraphs) or an indentation (in the first line of a paragraph) or both.

هي مسافة سطر واحد (بين الفقرتين) أو مسافة بادئة (في السطر الأول من الفقرة) أو كليهما.

- **Why are paragraph breaks used?** لماذا تُستخدم فواصل الفقرات الإنشائية:
  - To signal the transition from one idea to another in a text, and from one speaker to another in an exchange of dialogue.

لكي تُبرز الانتقال من فكرة إلى أخرى في النص، ومن متحدث إلى آخر في تبادل للحوار.

- **When are paragraph breaks used?** متى تُستخدم فواصل الفقرات الإنشائية:
- When you begin a new idea or point عندما تبدأ فكرة أو نقطة جديدة
- To contrast information or ideas للمقارنة بين المعلومات أو الأفكار
- When you think readers need a pause عندما تعتقد أن القراء سيحتاجون إلى التوقف

Model Paragraph breaks

Indentation

→ El-Moasser is a series of professional educational books. It covers nearly all school subjects. In addition to English, the series covers French, Mathematics: Arabic and English, and science books; Chemistry; physics and biology.

← Single line space

→ I have been a member of El-Moasser team since 2014. I have benefitted a lot from this experience. I have learnt how to be a successful team member. In addition, I have met people from different parts of Egypt. ...

Exercise On Enclosures

Choose the correct answer from a , b , c or d :

1. Which of the following is followed by a space?
   a. .   b. ?   c. !   d. a, b & c
2. Which of the following is NOT preceded by a space?
   a. .   b. ?   c. !   d. a, b & c
3. Which of the following is NOT followed or preceded by a space?
   a. -   b. –   c. —   d. a, b & c
4. Which of the following is followed by a space?
   a. (b.)   c. -   d. a, b & c
5. Which of the following is NOT followed by a space?
   a. (b.)   c. ,   d. a, b & c
6. Paragraph breaks are made by ....
   a. Leaving a space enough for five letters at the beginning of the first line
   b. Leaving a space line between paragraphs
   c. a & b
   d. Drawing lines between paragraphs.
7. The purpose of paragraph breaks is ....
   a. to make use of the space provided in the page
   b. to begin a new idea or point
   c. to link ideas
   d. to make writing attractive

8. A/An............ is a space the size of five letters at the beginning of th first line of a paragraph.
   a. indentation b. space c. white space d. a & c
9. Which of the following has the correct punctuation?
   a. Rodayna said, "I want to make the salad".
   b. Rodayna said,"I want to make the salad".
   c. Rodayna said, " I want to make the salad".
   d. Rodayna said, "I want to make the salad ".
10. Choose the sentence with the correct punctuation.
   a. Ahmed is a ten -year-old boy. b. Ahmed is a ten- year-old bo
   c. Ahmed is a ten-year -old boy. d. Ahmed is a ten-year-old boy

General Exercises On Punctuation

Choose the correct answer from a , b , c or d :

I Test your Knowledge:

1. The symbol .... is used to show possession. الملكية
   a. : b. ; c. , d. '
2. A .... is used to separate an independent clause in a compound sentence جُملة مُركّبة from a dependent one.
   a. colon b. hyphen c. semicolon d. comma
3. A .... is used to separate two independent sentences.
   a. colon b. hyphen c. semicolon d. comma
4. A .... is used to introduce the details in a list.
   a. colon b. hyphen c. semicolon d. comma
5. A .... is used to separate the details in a list.
   a. colon b. hyphen c. semicolon d. comma
6. A twenty .... floor building will replace this villa.
   a. ... b. - c. – d. —
7. We use punctuation in .... language.
   a. spoken b. written c. heard d. said
8. The symbols used in punctuation are called ....
   a. punctuals b. punctuality
   c. punctuations d. punctuation marks
9. .... are examples of punctuation marks.
   a. Commas and full stops b. Dollar and pound signs
   c. Plus and minus signs d. Rhymes and rhythm

10. We use .... marks before and after the words being quoted.
   a. question   b. exclamation   c. indentation   d. quotation
11. A full stop ....
   a. ends a fragment.   b. ends of a complete statement.
   c. ends an exclamation.   d. surrounds direct speech.
12. An apostrophe is used when ....
   a. someone is speaking.
   b. there is a contraction where letters are missing and for possession.
   c. an independent clause is attached to a dependent clause.
   d. To indicate position.
13. A colon is used to ....
   a. indicate a series of options.
   b. separate an independent clause from a dependent one.
   c. replace commas in all cases.
   d. introduce a new sentence.
14. A .... is not a punctuation mark.
   a. ()   b. \   c. :   d. -
15. A/An .... used to express strong feelings in written language.
   a. quotation mark   b. exclamation mark
   c. question mark   d. period
16. "Full stops" are also called ....
   a. dates   b. periods   c. endings   d. points
17. The period is used at the end of a / an ....
   a. imperative   b. interrogative   c. exclamatory   d. inquiry
18. The (!) is used at the end of a / an ....
   a. imperative   b. interrogative   c. exclamation   d. inquiry
19. A .... conveys proportions.
   a. ;   b. /   c. :   d. !
20. The .... is used after or before an addressee.
   a. /   b. ;   c. '   d. ,
21. A/An .... is used between sentences which are grammatically independent.
   a. '   b. ;   c. ,   d. -
22. A/An .... is used between sentences one of them grammatically dependent on another.
   a. '   b. ;   c. ,   d. -
23. You must leave a space .... a comma in a sentence.
   a. before   b. after   c. after and before   d. between

24. After a nominative absolute, عبارة ظرفية we use a ....
a. question mark
b. colon
c. comma
d. period

25. Which mark CANNOT come at the end of a sentence?
a. a period
b. a colon
c. an question mark
d. a, b & c

26. Which mark CANNOT come between an adjective and a noun?
a. a period
b. a colon
c. a semi-colon
d. a, b & c

II Apply what you have learnt:

27. I didn't enter .... office. It had been locked.
a. Aymans' and Ashraf's
b. Ayman and Ashraf's
c. Ayman's and Ashraf's
d. Ayman's and Ashrafs

28. I didn't enter .... offices. They had been locked.
a. Aymans' and Ashraf's
b. Ayman and Ashraf's
c. Ayman's and Ashraf's
d. Ayman's and Ashrafs

29. All the team's fans, including the coaching ....cheered when their team scored a goal.
a. staff
b. staff;
c. staff,
d. staff:

30. In which of the following sentences is the punctuation correct?
a. Omar met a famous American, actor.
b. Omar met a famous, American actor.
c. Omar met a famous American actor.
d. Omar met a famous, American, actor.

31. The .... planning for and the military victory of October 6th.
a. 1970
b. 1970s
c. 1970's
d. 1970s'

32. What nonsense ....
a. .
b. :
c. ?
d. !

33. Watch out .... The baby is going to fall.
a. ,
b. !
c. ?
d. ;

34. The .... is the main source of water for Egypt.
a. River Nile
b. river Nile
c. river nile
d. River Ni

35. Do the shopping before you return home ....
a. ?
b. .
c. :
d. ;

36. If you are taking to someone who knows you have only one uncle, which of the following is correctly punctuated?
a. My sister who lives in Giza is a journalist.
b. My sister, who lives in Giza is a journalist.
c. My sister who lives in Giza, is a journalist.
d. My sister, who lives in Giza, is a journalist.

37. How many .... are there in the word 'precipitation'?
a. i b. is c. i's d. is'

38. If you are taking to someone who knows you have four sisters, which of the following is correctly punctuated?
a. My sister who lives in Giza is a journalist.
b. My sister, who lives in Giza is a journalist.
c. My sister who lives in Giza, is a journalist.
d. My sister, who lives in Giza, is a journalist.

39. When will you return home............
a. ? b. . c. ; d. !

40. When you return home, call me............
a. ? b. . c. ; d. !

41. Which example would NOT have an exclamation mark at the end?
a. Let me out of this dark cell
b. I'm going to get a burger, want one
c. A book is my best friend
d. I have some foreign friends

42. Mustafa asked what time the conference would be held ....
a. . b. ! c. "? d. ?

43. Mustafa said, "What time will the conference be held ....
a. . b. ! c. "? d. ?"

44. Did Mustafa say, "What time will the conference be held ....
a. . b. ! c. "? d. ?"

45. Wow............ really won a gold medal for Karate.
a. ? You b. . You c. ! you d. ! You

46. Who do you think will win the race ....
a. . b. , c. ! d. ?

47. Who won the race is something that does not interest me ....
a. . b. , c. ! d. ?

48. I saw Malak coming out from .... office.

a. Mrs Enas' b. Mrs Enas's c. Enas d. Enas of

49. Mr Mohammed lives in Aswan .... parents live in Assuit.

a. . His b. , his c. ; his d. a & c

50. While Mr Mohammed lives in Aswan .... parents live in Assuit

a. . His b. , his c. ; his d. a & c

51. Which of the following ends a question?

a. a question tag
b. a question word
c. a question mark
d. a question sign

52. What is missing from the following sentence?

Today which happens to be my parents wedding anniversary is my f day at work.

a. Two dashes" one after "Today" and one after "anniversary".
b. Commas: one after "Today" and one after "anniversary"
c. Commas: one after "which" and one after "anniversary"
d. a & b

53. In which sentence is Sama being asked to help with the cooking?

a. Let's cook Sama!
b. Let's cook: Sama!
c. Let's cook, Sama?
d. Let's cook, Sama!

54. Which of the following sentences has the correct punctuation?

a. Amir, and Ashraf who are my cousins, both passed their exams.
b. Amir and Ashraf, who are my cousins, both passed their exams!
c. Amir and Ashraf, who are my cousins, both passed their exams.
d. Amir and Ashraf, who have are my cousins, both passed, their exa

55. I gave Aya a book............some pens............two pencils and sharpe

a. , , b. ; , c. : : d. : ;

56. I gave Aya three things .... a pencil and sharpener.

a. , b. ; c. : d. ;

57. She is actually in control............ she is a queen without a crown.

a. . b. ! c. ; d. ,

58. To ...., Mustafa refused an offer from Real Madrid.

a. every body's surprise
b. everybodys surprise
c. everybodys' surprise
d. everybodies' surprise

59. Ali makes sure his .... medicine is taken in time.

a. parent b. parents c. parents' d. parent's

60. Being a self .... made man, he knows the meaning of hard work and success.
a. — b. – c. - d. :

61. Which of the following is punctuated according to American English?
- .... said Tom
a. 'I haven't seen Esraa today', b. "I haven't seen Esraa today",
c. I haven't seen Esraa today,' d. "I haven't seen Esraa today,"

62. Which of the following is punctuated according to British English?
- .... said Tom
a. 'I haven't seen Esraa today', b. "I haven't seen Esraa today",
c. I haven't seen Esraa today,' d. "I haven't seen Esraa today,"

63. In Dicken's .... he described the suffering of a little orphan.يتيم
a. novel, Oliver Twist b. novel, "Oliver Twist,"
c. novel. "Oliver Twist," d. novel Oliver Twist,

64. Omar said lions are dangerous animals that should be killed........... but I said they are part of the natural environment.
a. . b. : c. , d. -

65. As she was busy........... she couldn't help me.
a. ? b. : c. , d. .

66. Everybody is to bring the following items........... a pen, a pencil, a ruler and an exercise book.
a. ; b. : c. , d. no mark

67. Everybody is to bring .... a pen, a pencil, a ruler and an exercise book.
a. ; b. : c. , d. no mark

68. Advertising is an important part for big businesses, ... to customers sometimes.
a. but-a trick b. but, a trick;
c. but a trick d. but, "a trick,"

69. .... Birthday was attended by a lot of her friends and relatives.
a. Hams' b. Hams c. Hams's d. a & c

70. .... are used to separate a series of loosely related clauses.
a. Semicolon b. Colon c. Comma d. Full stop

71. Hamada...........the mechanic .... repaired my car.
a. , …., b. " " c. [ ] d. : :

72. Do you know the meaning of the word .... as a verb?
a. ; bark; b. bark' c. :"bark": d. "bark"

73. I don't know how to use .... meaning to say something quickly in a loud voice.

a. "to bark," b. "bark c. "bark" d. "bark,"

74. I found Omar .... s jacket on the chair.

a. - b. , c. ' d. "

75. I saw the .... BMW in front of the police station.

a. Omar b. Omars c. Omar's d. Omars'

76. Currently, I'm reading .... a play by Shakespeare.

a. "King Lear" b. "king lear,"
c. "King Lear," d. , King Lear,

77. Which sentence has the correct ending punctuation mark?

a. When you get the news email me.
b. When you get the news, email me?
c. When you get the news, email me!
d. When you get the news, email me.

78. Which of the following sentences has the perfect punctuation?

a. That is what I ate for dinner: fish, rice and salad.
b. That is what I ate for dinner/ fish, rice and salad.
c. That is what I ate for dinner fish, rice and salad.
d. That is what I ate for dinner, fish, rice and salad.

79. He spent .... of pounds on the outdoor meal.

a. 100's b. 100s' c. 100s d. a & c

80. Which of the following sentences has the perfect punctuation?

a. I ate: fish, rice and salad for dinner.
b. I ate / fish, rice and salad for dinner.
c. I ate fish, rice and salad for dinner.
d. I ate, fish, rice and salad. for dinner

81. Which of the following sentences has the perfect punctuation?

a. what I ate for dinner is fish, rice and salad.
b. What I ate for dinner is fish, rice and salad?
c. What I ate for dinner is fish, rice and salad.
d. What I ate for dinner is: fish, rice and salad.

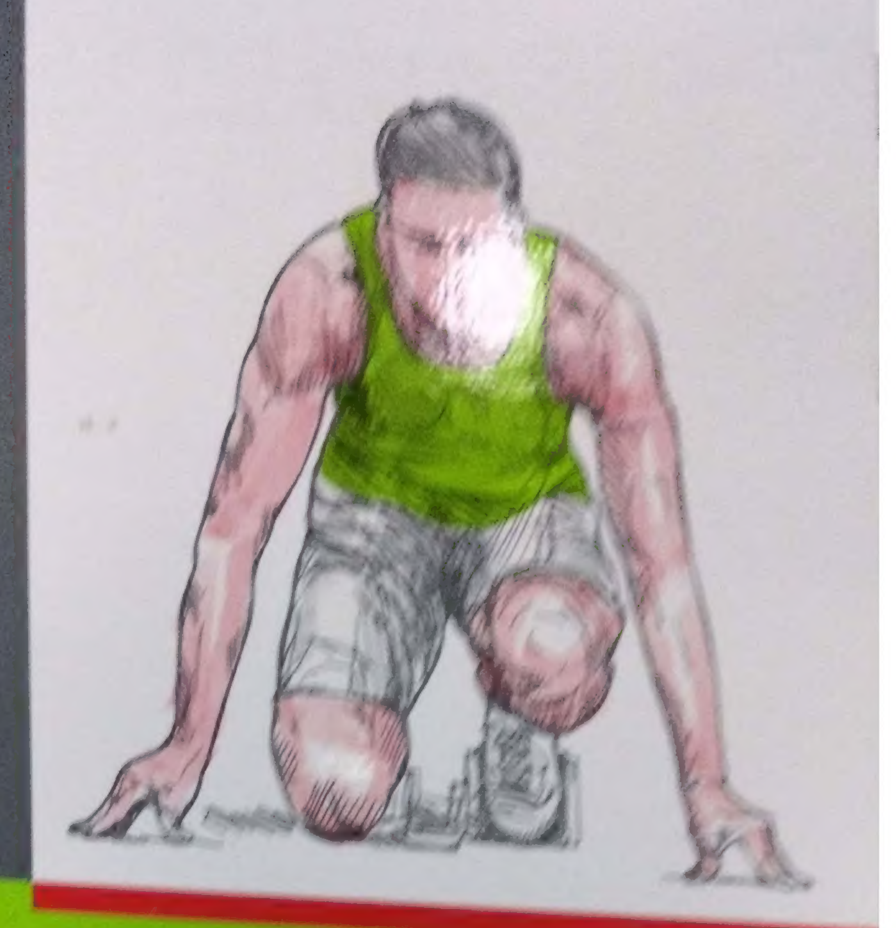
82. Which of the following sentences has the perfect punctuation?

a. She called five times: no one replied.
b. She called five times. no one replied.
c. She called five times; no one replied.
d. She called five times, no one replied.

83. Which of the following sentences has the perfect punctuation?
   a. Although she called five times: no one replied.
   b. Although she called five times. no one replied.
   c. Although she called five times; no one replied.
   d. Although she called five times, no one replied.
84. Which of the following sentences has perfect punctuation?
   a. Here is the shopping list sugar, tea, coffee, flour, and washing powder.
   b. Here is the shopping list: sugar, tea; coffee, flour, and washing powder.
   c. Here is the shopping list; sugar, tea, coffee, flour and washing powder.
   d. a & c
85. Which of the following sentences has the perfect punctuation?
   a. Humanity has only one thing left: hope.
   b. Humanity has only one thing left; hope.
   c. Humanity has only one thing left—hope.
   d. a, b & c
86. Choose the structure with perfect punctuation:
   a. The announcer said, "The 22:30 pm flight to Dubai is now boarding."
   b. The announcer said, "The 22.30 flight to Dubai is now boarding."
   c. The announcer said, "The 22:30 p.m. flight to Dubai is now boarding."
   d. b & c
87. Choose the structure with perfect punctuation:
   a. I am ill, therefore, I won't attend the wedding.
   b. I am ill therefore, I won't attend the wedding.
   c. I am ill; therefore, I won't attend the wedding.
   d. I am ill and therefore, I won't attend the wedding.
88. Choose the structure with perfect punctuation:
   a. Should she read the article she would know the causes of the problem.
   b. Should she read the article she would know the causes of the problem?
   c. Should she read the article, she would know the causes of the problem?
   d. Should she read the article, she would know the causes of the problem.

Hello English!

By A Group Of Supervisors



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